



STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

MARIANNE UDOW
DIRECTOR

March 18, 2005

Dear Prospective Contractor:

This Request for Quotation (RFQ) for the purchase of before- or after- school services originates with the Community Support Division of the Department of Human Services (DHS). A pre-proposal conference to address questions and clarify information was held December 17, 2004 at the Department of Human Services - Central Office in Lansing, and simultaneously teleconferenced at Escanaba OPD Training Center, Grand Rapids OPD Training Center, Novi OPD Training Center. Bidder attendance at this conference was not required for a bid to be given consideration, however, it was strongly recommended. Subsequently, substantive changes have been made to the bid specifications. Including, but not limited to:

- removal of Michigan Model mandate,
- removal of five site limitation, and
- maximum costs per site

A description of the services to be provided is included within the RFQ package.

Licensing Requirement

To be considered, a bidder must currently possess a valid Child Day Care license or have an application on file at the DHS Office of Child and Adult Licensing (To obtain licensing information see web site at http://www.michigan.gov/dhs/0,1607,7-124-5455_27716_27718---.00.html)

Payment Terms

The actual cost payment method will be used by DHS to reimburse the cost of providing identified services. Payments will be made to contractors on a monthly basis upon receipt of a monthly expenditure report.

Contract Terms and Amount

DHS will not repeat this request for quotation for approximately three (3) years. A contract for the period July 1, 2005 through September 30, 2008 may be awarded. Funding for all periods after October 1, 2005 will be available pending appropriations by the legislature, compliance with the terms of the contract agreement, and continuing need for services.

The total statewide amount appropriated annually for this purpose is \$5 million. No county may receive more than 20% of the total funds. This means that the combination of awards for any single county will not exceed \$1 million. Bidders may submit proposals for any dollar amount less than \$1 million. Proposals in any dollar amount will be considered except that any bid that exceeds 20% of the total funds appropriated will be disqualified from consideration. Since these funds must be distributed statewide, it is anticipated that most bids will be for dollar amounts considerably less than the \$1 million cap.

DHS reserves the right to adjust the amount of service and funding for any proposal and to make final determination of awards based on its judgment of need and geographic distribution of funding.

The established contract price will be in effect for the entire period of the contract. This means that contractors will be required to provide the level of service as originally bid, within the dollar amount of their contract for the entire period of the contract.

Awards made as a result of this RFQ will require execution of a contract with DHS. The contract will contain standard non-negotiable General Provisions. A copy of the General Provisions is available upon request.

Rating

All proposals will be evaluated on the basis of rating criteria identified in the RFQ. Contracts will be awarded using a two-step process linking price and quality. The most recent audit of each bidder may be reviewed by DHS to determine the bidder's fiscal viability. At its discretion, DHS may eliminate from the rating process any bidders that fail to pass this review. If the bidder has provided contractual services to DHS previously, DHS may consider reviewing monitoring and/or outcome information related to prior contracts in its determination of awards.

Contact and Submission Information

The DHS contact person for this RFQ is:

Name: Judi Brown Clarke
Address: 235 South Grand Ave, Suite 415
City: Lansing State: MI Zip Code: 48909
Telephone: 517/335-2364 Email Address: Brownj10@michigan.gov
Fax: 517/335-7789

The bidder must submit all inquiries via email or surface mail by **Wednesday, April 6, 2005**. Proposals must be submitted in person or via surface mail. Neither fax nor email transmission of proposals will be considered for award. If DHS believes that clarification of its initial material is necessary, written information will be sent to all potential bidders who were sent this package.

Each bidder must submit original proposal, bearing ORIGINAL signatures, and six (6) copies (for a total of seven) copies of its proposal. Proposals submitted in response to this RFQ must be received at the following address **no later than 2:00 PM on Wednesday, April 13, 2005**. Proposals received after the designated date will not be rated.

Name: Judi Brown Clarke
Address: 235 South Grand Ave., Suite 415
City: Lansing State: MI Zip Code: 48909

Please submit two copies of the budget document, in a separate sealed envelope.

All respondents will be notified as quickly as possible of the selection decisions.

Sincerely,

The Department of Human Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your county.	Authority: P.A. 2080 of 1939. Completion: Mandatory. Penalty: Contract Invalid
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BIDDER OVERVIEW

This Request for Quote (RFQ) package contains the following elements:

1. Cover Letter
2. Request for Quote Policy
4. Description of Services for Bid
5. Bidder Response to DHS
 - a. Instructions to Bidders: - Brief instructions for completion of materials to be returned to DHS for bid submission.
 - b. Bidder Response Section - The information to be included by the bidder for submission of a bid to DHS.
 - b. Cost Quotation - These figures are to indicate volume of service you are willing and able to provide, as well as the price bid.
 - c. Budget Completion Instructions - General completion instructions for the Budget Statement Detail Forms. Are available by selecting "Contract Budget CM-468 (Excel) under "Forms and Publications". http://www.michigan.gov/DHS/0,1607,7-124-5455_7199---,00.html
6. Rating Criteria

Application Timeline

Disseminate Application

March 18, 2005

Applications Due

April 13, 2005 (by 2pm)
(Send one original & six copies)

Rating will be completed as quickly as possible. All applicants will be notified of the decision related to their proposal.

Overview

The Department of Human Services (DHS) announces the availability of funds that have been appropriated to provide effective before- and after- school programs that combine academic, enrichment and recreation activities to guide learning and inspire children and youth in various activities. Priority is given to geographic areas near school buildings that do not meet federal *No Child Left Behind* annual yearly progress (AYP) requirements and that include the before- or after- school programs in the AYP plans as a means to improve outcomes. All bidders will be required to provide a clear process for identifying, referring, and serving children who have the risks, challenges, and financial criteria that make them eligible for the before- or after- school program.

Funding is intended to offer **year-round** (including the summer period) quality before- and after-school programs that provide youth with a safe, engaging environment to motivate and inspire learning outside the traditional classroom setting. Programming during the summer does not have to be continuous. (See definitions)

Funding may be utilized for new projects or existing projects, including enhanced or expanded programming that meet the before- or after- school program criteria definition.

Definitions and Acronyms

Before- or After-School Program: Provide youth with a safe, engaging environment to motivate and inspire learning outside the traditional classroom setting. The programs are limited to serve low-income, school-aged children, kindergarten through ninth grade. The major components of the before- or after-school programs are:

- It is offered to a pre-defined group of children
- It is voluntary and participants must be TANF eligible or *Free or Reduced Lunch* eligible.
- It combines academics, enrichment, and recreation activities

Annual Yearly Progress (AYP) is one of the cornerstones of the federal No Child Left Behind (NCLB) Act. In Michigan, it's a measure of year-to-year student achievement on the Michigan Education Assessment Program (MEAP) test. According to NCLB, Michigan and other states must develop target starting goals for AYP and the state must raise the bar in gradual increments so eventually 100 percent of the students in the state are proficient on state assessments by the 2013-14 school year.

- A description of Michigan's AYP formula can be found at:
http://www.michigan.gov/mde/0,1607,7-140-22709_22875-85667--,00.html
- Schools not making AYP in 2004 can be found at:
http://www.michigan.gov/documents/04Schools_Not_Meeting_AYP_98335_7.pdf

Enhanced Program: Adding new services or supports to an existing program (e.g., after-school program would like to add an enhanced reading program to the children currently being served).

Expanded Program: Increasing the number of people served by an existing before- or after- school program, providing an existing program or service in a new geographic area, or serving a new at-risk population.

Participant: This refers to the low-income school-aged child, kindergarten through ninth grade. This also includes the parent and/or caretaker.

Year Round Programming: This refers to the requirement to provide programming during time periods when school may not customarily be in session. This may be provided continuously or may be provided only during specified periods of time. Summer Programming must be at least 5 days a week for 3 weeks.

Determination of Eligibility: To determine TANF or *Free or Reduced Lunch* status, agencies are required to have parents/caretakers fill out a TANF eligibility form or have parents/caretakers provide written documentation of the free or reduced lunch status.

Additional Information:

- Funding is available statewide to public or private, profit or non-profit organizations/agencies. The grantees may include, but are not limited to, faith-based organizations, boys or girls clubs, schools, libraries, etc.
- The child served must be a member of a family with an income that does not exceed 200% of the federal poverty guidelines published by the United States Department of Health and Human Services, or be *Free or Reduced Lunch* eligible.
- The population to be served does not have to be inclusive of the entire specified age range. It can be targeted to a particular age group within the range of kindergarten through ninth grade
- Funds need to be focused on actual direct service programs.
- Department of Human Services shall grant priority in funding of bidders who secure at least 25% in matching funds. The matching funds may either be fulfilled through local, state, and/or federal funds, or through in-kind or other donations. A bidder who cannot fulfill the match shall not be excluded from applying for a before- or after-school program contract.

- In-kind contributions may include, but are not limited to, the value of contributed space and equipment, volunteer services, administrative overhead services, etc.
- Projects must include measurable project goals and objectives, time-framed outcomes, and a process for assessing client satisfaction.
- All applications must include written support that the program/services fits within the Annual Yearly Progress (AYP) plan as a mean to improve outcomes.
- All staff that comes into contact with youth or families on an on-going basis shall have documentation in their personnel files prior to having any direct contact with youth or families.

DHS reserves the right to give greater consideration to:

1. Applicants serving DHS' current and new Family Resource Center (FRC) sites. Listings of FRC sites may be found at:

Phase I - http://www.michigan.gov/documents/FIA-Family-Resource-Centers_96460_7.pdf

Phase II - http://www.michigan.gov/documents/FIA-Family-Resource-Centers-II_103466_7.pdf

2. Applicants proposing services to middle school students. For these purposes, a middle school is any building including at least one of grades 6, 7, 8, or 9 except a K-6 only building or a 9-12 building.
3. Applicant is currently a recipient of Title V, Title II, and/or Title IIE funding

General Information

This Request for Quote (RFQ) provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Department of Human Services.

1. Contract Award

Contract award negotiations will be undertaken with those Contractors whose proposals, as to price and other factors, show them to be qualified, responsible, and capable of performing the work.

The contract entered into will be that contract most advantageous to DHS, price and other factors considered. DHS reserves the right to consider proposals or modifications thereof received at any time before award is made, if such action is in the best interest of DHS.

If a contract is awarded, the selected bidder will be required to comply with the General Provisions, which will be a part of the contract.

2. Rejection of Proposals

DHS reserves the right to reject any and all proposals received as a result of this RFQ, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of DHS. This RFQ is made for information or planning purposes only. DHS does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

3. Incurring Costs

The State of Michigan is not liable for any cost incurred by the Contractors prior to issuance of a contract.

4. Inquiries

Questions that arise as a result of this RFQ must be submitted in writing to the Issuing Office. All questions must be submitted on or before the date specified on the cover letter.

5. Amendment to the RFQ

In the event it becomes necessary to revise any part of this RFQ, addenda will be provided to all bidders who received the original RFQ.

6. Response Date

To be considered, proposal must arrive at the Issuing Office on or before the date specified in the cover letter. Bidders mailing proposals should allow normal delivery time to ensure timely receipt of their proposals.

7. Proposals

To be considered, bidders must submit a complete response to this RFQ, using the format provided in the "Bidder Response to DHS". The bidder will make no other distribution of proposals. An authorized official must sign the proposal to bind the bidder to its provisions. The proposal must remain valid for at least 90 days.

8. Acceptance of Proposal Content

The contents of the proposal of the successful bidder may become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

9. Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFQ.

10. Prime Contractor Responsibilities

The selected Contractor will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, the State will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

11. News Releases

News releases pertaining to this RFQ on the service, study, or project to which it relates will not be made without prior State approval, and then only in coordination with the Issuing Office.

12. Disclosure of Proposal Contents

Proposals are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, No. 442).

After contract award, a summary of total price information for all submissions will be furnished upon request to those Contractors participating in this RFQ.

13. Independent Price Determination

- a. By submission of a proposal, the bidder certifies:
 - 1) The prices of the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - 2) Unless otherwise required by law, the prices, which have been quoted in the proposal, have not been knowingly disclosed by the bidder and will not be knowingly disclosed by the bidder or to any competitor;
 - 3) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
 - 4) The price quoted is not higher than that given to the general public for the same service.
- b. Each person signing the proposal certifies that:
 - 1) She/he is the person in the bidder's organization responsible within that organization for the decision as to prices being offered in the proposal, and that she/he has not participated, and will not participate in any action contrary to a. 1, 2, 3, and 4 above; or
 - 2) She/he is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered in the proposal, but that she/he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to a. 1, 2, 3, and 4 above, and as their agent does hereby so certify; and that she/he has not participated, and will not participate in any action contrary to a. 1, 2, 3, and 4 above.
- c. A proposal will not be considered for award if any statement made in the proposal has the sense of deleting or modifying paragraph 13. a1). a.3) or 13.b., above. If paragraph 13.a. 2) has been modified or deleted, the proposal will not be considered for award unless the bidder furnished with the proposal a signed statement which sets forth in detail the circumstance of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

SERVICE REQUIREMENTS

Funding is intended to support effective before- or after-school programs that combine academic, enrichment, and recreation activities to guide and inspire children and youth in various activities. Each program shall include academic assistance, including assistance with reading and writing, and shall incorporate at least three of the following components:

- Abstinence-based pregnancy prevention
- Chemical abuse and dependency prevention/awareness (non-medical)
- Gang violence prevention
- Preparation toward future self-sufficiency
- Leadership development
- Case management or mentoring
- Parental involvement
- Anger management

A. Client Eligibility Criteria

Service will be provided exclusively to youth and their parents/caretakers who meet the following criteria:

- School-aged child, kindergarten through ninth grade.
- The child served must be a member of a family with an income that does not exceed 200% of the federal poverty guidelines published by the United States Department of Health and Human Services, or be *Free or Reduced* Lunch eligible.

The population to be served does not have to be inclusive of the entire specified age range. It can be targeted to a particular age group within the range of kindergarten through ninth grade

B. Evaluation/Outcomes

DHS will evaluate these programs based on these outcome areas:

- Juvenile crime
- Aggressive behavior
- Academic achievement
- Development of new skills and interests
- School attendance and dropout rates
- Behavioral changes in school

C. Performance Reporting and Monitoring Responsibilities

After contracts are awarded, the contractor will carry out the proposed programming under the general direction of DHS. Program oversight, including technical assistance and consultation will be provided by DHS.

Quarterly and year-end reports will be required of all contract recipients including data collection, financial reporting, and program outcomes. A final year-end narrative report must describe how well the agency met the goals, objectives, and service/work plan outlined in the proposal. The reports are subject to used by DHS to assist in evaluating the effectiveness of programs funded under state grant programs and to report to the legislature.

D. Technology Requirements

Each funded contractor is required to have an accessible electronic mail account (e-mail) to facilitate ongoing communication with DHS.

BIDDER INFORMATION

1. To receive reimbursement from the State of Michigan, a Contractor must be registered as a vendor on the Michigan Accounting and Information Network (MAIN)

To register on MAIN:

- Click on www.cpexpress@michigan.gov
 - Follow directions.
2. **Proof of public liability insurance** must be provided to DHS prior to the time that the contract is executed (issued). A copy of the policy or a letter from your insurance company (on letterhead) must be provided. If you currently do not have liability insurance, a letter from an insurance company (on letterhead) indicating that application for this insurance has been made may be submitted with the bid. However, proof of insurance must be provided prior to any contract being signed. If liability insurance cannot be obtained, justification must be submitted.
 3. If portions of the services are being subcontracted, the bidder must identify the services the subcontractor will perform and provide all information requested, as it applies to both the bidder and the subcontractor(s).

A contractor is responsible for the performance of the subcontractor who is held to the same standard of quality and performance as the contractor. Raters of bid proposals will consider the qualifications of both the contractor and subcontractor when making contract award recommendations.

BIDDER RESPONSE SECTION

- ☐ Agency is serving a Family Resource Center site
- ☐ Agency is currently receiving Title V funds
- ☐ Agency is currently receiving Title II funds
- ☐ Agency is currently receiving Title IIE funds

- (Name)

(Telephone Number)

10. Statement of Intent

The bidder hereby assures that the Request for Quote has been reviewed by the organization's governing body and that body has authorized submission of a proposal; that the person identified above as "bidder's representative who is the authorized negotiator" has been authorized by the governing body to represent the organization for the purposes of the submission of a proposal and contract negotiation; and that the organization intends to provide services according to the information contained in this Request for Quote, if selected and funded to do so.

Signature of Organization
President or Director

Date

Typed Name of Organization
President or Director

Date

A. Bidder Experience/Qualifications

- For each location prepare a narrative description of prior experience providing service, including a brief description of services provided, a description of client population, and dates of service provision.
- Provide position descriptions for all positions included in the price quotation. Identify minimum experience requirement for each position including experience, certification, and education.
- Describe the administrative and organizational structure within which the program will function
- Provide an attached organizational chart, including all related program personnel and proposed subcontractors (if applicable). This should show who in your organization would be responsible for reporting to the DHS Contract Administrator (CA).
- Identify the procedures used to screen staff for prior criminal activity.

B. Work Plan (Program Implementation)

1. Service Delivery

- a. Describe the plan for coordinating services with applicable schools and provide name and address of each school from which referrals will be received.
- b. Describe how youth/families will be made aware of these services.
- c. Describe recruitment and referral process.
- d. Describe how the program would be implemented.
- e. In detail, describe the program to be delivered, including:
 - 1) Step by step activities from the point of referral
 - 2) Overall program design
 - 3) Description of daily activities
- f. Describe how the services to be provided will engage youth/families and encourage a high level of participation.

- g. Within the eligible population, what youth/families will be specifically targeted to receive these services? Describe the needs and strengths of this population:
 - 1) How will delivery of service address those issues?
 - 2) How will the service plan address youth/families barriers?
 - 3) How do facilities/services encourage participation by youth/families with special needs?
- h. Describe your formal process for involving youth/families in the design, implementation and on-going improvement of the programs.
- i. Describe your project goals and outcomes and how these will be measured.
- j. Describe curriculum that will be used.
- k. Specify normal hours of operation.

2. **Transportation and Accessibility**

- a. Indicate ability to arrange transportation for youth/families to receive services.
- b. Describe your plan to assure that youth/families return to their homes safely at the end of the program day.

III. **Fiscal Resource Allocation**

- A. Use the Resource Grid (CM0043) to provide a narrative description of all resources the bidder requires to meet the requirements of the contract. Please be as brief as possible, while including all pertinent information.

To access the Resource Grid, CM0043 click below:

http://www.michigan.gov/documents/FIA-CM-043_34690_7.doc

NOTE: Do not include figures that would indicate the dollar amount of bid or until cost in this section. Dollar amounts should be stated in the sealed price/budget portion of your response.

Itemize (without indicating actual dollar amounts) the types of employees benefits offered, the square footage of each facility, supplies, travel mileage and other resources included in your budget. Be as specific as possible and quantify all resources whenever possible.

This information will be used to determine whether or not the resources included in the price quotation are adequate to provide the services DHS wishes to purchase as stated in the RFQ. The budget narrative will be compared to the price and budget documentation for each bid submitted by an individual specifically assigned to conduct a fiscal review.

If match will be provided, describe the type and amount and the basis on which the value of the match was calculated.

Separate budget detail must be provided for all service subcontractors.

V. Price

Complete a Budget Statement (CM-468) and Budget Detail Sheets (CM-468A) in accordance with instructions. The bidder should complete the Budget forms only for the first 12 months if the bid is for a multi-year period.

The bidder should submit budget materials in an envelope separate from the rest of the proposal.

MULTI-YEAR CONTRACTS: DOCUMENTATION OF REASONABLENESS OF COST

In documenting the cost to establish a multi-year contract proposal the bidder should complete the Budget Statement (CM-468) and the Budget Statement Detail forms (CM-468A's) for a 12-month period. Budgets for a 12-month period of operation will provide a common basis to evaluate multi-year bids.

The bidder will need to adjust the first year budget to establish a multi-year bid. However, the methodology should be described. In other words, the proposed price will be based on initial year costs, (reflected in the budget), adjusted for anticipated increases in the subsequent year(s) of the bid period. The basis for the amount and the reasonableness of the adjustment must be established by additional rationale and explanation. The price established and approved by DHS will be in effect for the entire period of the multi-year contract and cannot be changed during that time.

- Applicants must submit a projected annual budget for the period October 1, 2005 through September 30, 2006 to reflect the balance of school year, summer school, and start of 2006-2007 academic year. NOTE: If a contract is awarded, a revised budget for the current fiscal year (July 1, 2005 through September 30, 2006) will be required.
- A budget narrative explaining the source of any match. All amount dollar amounts must be shown on the Contract Budget CM-468 under the "Match Amount" column, or under another specified column.

No county may receive more than 20% of the total funds appropriated.

BUDGET FORMS AND INSTRUCTIONS

http://www.michigan.gov/documents/CM-468ex_15681_7.xlt

On the budget form, for each position, list the number of hours and the number of weeks to be committed to the services being bid and the anticipated duration of service required to complete the service: hours per day, days per week, and total hours/week.

PRICE QUOTATION

The Price per unit of Service will be taken from the budget information provided

Use this form to state the price offered to DHS for the service to be provided. The price quoted is to be per unit of service as defined in the service description in the RFQ. Please identify the service being bid, using the title as shown in the RFQ. State any maximum numbers that apply to how much service can be provided (number of customers, number of units, or both). If the price offered is contingent upon some minimum amount of service being purchased, indicate these conditions. Complete one sheet for each service specified in the RFQ.

Service Title: _____

Unit Title: _____

a. Price per unit bid: \$ _____/unit

NOTE: For actual cost, divide the total price by the number of units specified in the RFQ.

b. Anticipated number of customers to be served: _____

c. Anticipated number of units provided: _____

If there is a second unit defined in this service:

Unit Title: _____

a. Price per unit bid: \$ _____/unit

b. Anticipated number of customers to be served: _____

1. Maximum number of customers to be served: _____

2. Minimum number of customers to be served: _____

(If applicable)

c. Anticipated number of units to be provided: _____

1. Maximum number of units to be provided: _____

2. Minimum number of units to be provided: _____

(If applicable)

REQUEST FOR QUOTE - RATING CRITERIA

Request for Quote (RFQ) proposals will be rated by a Rating Committee according to the following criteria:

A. Bidder's Experience/Qualifications (Maximum 20 points)

1. Does the bidder have appropriate experience with delivery of the described (or similar services)? Was the youth population similar?
2. Is the experience and education required in the position descriptions appropriate for the services to be provided?
3. Is the administrative and organizational structure within which the program will function appropriate?
4. Does the organizational arrangement of responsibility and service delivery demonstrate an ability to provide appropriate oversight and administration of the program, as well as delineating clear lines of authority and service delivery?
5. Are the procedures used to screen staff for prior criminal activity acceptable?

B. Work Plan (Program Implementation) (Maximum 60 points)

1. **Service Delivery**
 - a. Does the proposal have an acceptable plan for coordinating services with applicable schools?
 - b. Is the plan to market the program appropriate? Does it demonstrate an ability to attract sufficient number of youth to the program? Does proposal adequately describe how bidder will identify the customer population and include an acceptable plan for informing eligible customers?
 - c. Does the proposal describe an effective recruitment and referral process?
 - d. Does the proposal demonstrate ability to fully implement the program?
 - e. Is the program design well conceived and effective?
 - f. Will the program design engage youth and families and encourage a high level of participation?

- g. Does the proposal target an appropriate population of youth and families and are services appropriate to the targeted population? Is it a population for which DHS has a significant need for services? Does the bidder's work plan demonstrate an understanding of the client population? Is the bidder's plan for accommodating customer barriers to accessing services adequate? Do facilities and services allow/encourage participation by customers with special needs?
- h. Does the plan describe reasonable and measurable project goals and outcomes, and how these will be measured.
- i. Does the bidder offer a well designed, effective curriculum, appropriate to the targeted population?
- j. Are the program's hours of operation acceptable for service delivery?

2. Transportation and Accessibility

- a. Is a reasonable plan established to assure that youth/families return to their homes safely at the end of the program day?
- b. Is the bidder's plan for arranging/providing youth/families transportation feasible and appropriate?

III. Fiscal Resource Allocation (Maximum 20 points)

A. Resource Grid

- 1. Are the resources (budgeted details such as salaries, occupancy, communication, supplies & equipment, transportation, contracted services, and miscellaneous) reasonable to accomplish the bidder's work plan, and reasonably adequate to provide a consistent level of service throughout the life of the agreement.
- 2. Are the resources identified in the narrative portion of the proposal consistent with those in the budget?
- 3. Does proposal specifically identify what resources bidder has available and how it will utilize (all) those resources effectively?

4. Is the quantity of resources appropriate and reasonable for the level of proposed services?
5. Has the bidder identified other funding and/or donated or non-cash resources to support services and use the funding efficiently?
6. Has the bidder documented sufficient match to meet state and federal requirements?
7. Does the proposal include unallowable costs that will impact the ability of the bidder to implement the work plan?
8. If the bidder provides in-kind, do they demonstrate a dependable, consistent source of in-kind funding?
9. Does proposal demonstrate that the bidder's resources can provide a consistent capacity to sustain an adequate level of service throughout the life of the agreement, including:
 - staffing, communication resources,
 - the description of facility [both location and size])?
10. Are the numbers of direct-care staffing hours adequate to deliver the level of needed service, as identified in both the fiscal and narrative portions of the proposal?

V. Price

Competitiveness in pricing will be determined using a formula that will divide the lowest bid price (from that region) by the bidder's price, and then multiply that by the bidder's initial score, determined through the above rating criteria.